

# Assistant Director, Procurement Management Office

Tennessee Department of Health, Division of Administrative Services

Salary Range: \$57,228 to \$80,124

**About the Department of Health (TDH)** - TDH processes more than 800 base contracts annually including the review of more than 600 grants for a maximum liability of nearly \$450 million dollars. The department's mission is to protect, promote, and improve the health and prosperity of people in Tennessee. The Procurement Management Office within Health contributes to this mission by assisting the department's public health programs with drafting, amending, and executing contracts to deliver strategic procurement of services and by assisting the department's vendors and public health programs through the purchase and maintenance of goods.

**Position Summary** – TDH's Division of Administrative Services (DAS) is seeking an Assistant Director for its Procurement Management Office. This executive service position reports directly to the Director of the Procurement Management Office (PMO). This position assists the Director in directing the department's statewide contracting and purchasing activities. Responsibilities include the direct supervision of one employee (Administrative Assistant) and assist with the management of Service Procurement and Goods Procurement. The Procurement Management Office is comprised of Service and Goods Procurement programs with approximately 20 employees in total. Qualified candidates should have proficient knowledge of the health industry and Tennessee state government procurement processes.

The Assistant Director of the Procurement Management Office is the department's secondary liaison for all procurement activity conducted between the Department of Health and the Tennessee General Assembly's Fiscal Review Committee (FRC) and the Central Procurement Office (CPO). In addition, this position serves to continuously analyze TDH's procurement operations to provide strategic alignment, improve competitive procurement activity, and to engage the Procurement Management Office in continuous improvement.

## **Responsibilities include:**

- Work collaboratively with program areas to assist in the writing of contracts and solicitations that maximize the department's mission. Serve as a subject matter expert concerning the procurement methods available to TDH programs, including informal solicitations, invitations to bid, request for proposals, emergency purchases, competitive negotiations, sole source procurements, reverse auctions, requests for information, requests for qualifications, requests for applications, and any other procurement methods made available by the Department of General Services (DGS), Central Procurement Office.
- Stay up to date regarding state procurement policy, ensuring TDH contracts are in compliance.
- Assist in supervising the day-to-day operations of Service Procurement and Goods Procurement, including directing the workload and timely completion of competitive and non-competitive procurement of goods and services.
- Work closely with the PMO Director to evaluate proposals, select contractors, draft legal agreements, and manage contracts for the effective delivery of public health services.
- Leverage data and analytics to develop key performance metrics, run queries, and create automated reports and dashboards to support procurement strategy and planning.
- Represent the department before official bodies such as the Tennessee General Assembly and the Fiscal Review Committee to respond to inquiries over competitive and non-competitive procurement.
- Review the Contract Management Plan to determine competitive and non-competitive procurements which meet the criteria for Fiscal Review Committee.

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- Assist in leading the department's monthly status meeting with DGS' Central Procurement Office to identify barriers towards efficient and effective purchasing and contract execution.
- Develop and conduct training opportunities for PMO and program staff.

## **Education and Experience:**

- At a minimum, graduation from an accredited college or university with a Bachelor's Degree in Business Administration, three years of professional full-time experience in government contract review and/or competitive and non-competitive procurement in Tennessee State Government
- Graduation from an accredited school of law with three years of professional full-time experience in the licensed practice of law or a Masters of Business Administration is preferred

## **Interested applicants should submit a resume to:**

Darla Powell, HR & Records Management

Division of Administrative Services (DAS)

Tennessee Department of Health

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